

FESTIVAL OF TREES

2019 Lobby Entertainment Policies and Procedures for

(group name)

The following policies and procedures will provide guests at the Festival of Trees appropriate entertainment and ensure each group has adequate time. Your group may not be allowed to perform if these important requirements are not met. Thank you in advance for your participation, cooperation, and support.

_____ **PERFORMANCE TIME**

Each group is scheduled for a pre-determined amount of time. Groups are scheduled back to back, so staying on a strict schedule is critical. If you exceed your time limit, you will be asked to end your performance prior to completion. There will be no exceptions.

_____ **MUSIC**

Performances must be comprised entirely of Christmas/holiday music.

_____ **CHECK-IN LOCATION**

The Lobby Check-In is located north of the central doors of Mountain America expo Center lobby. The table is located directly across room 300B. Directors must check in 15 minutes prior to performance time. Note: Please inform parents of the importance of planning enough time to park, locate the check-in area for their child, and identifying in advance the location of the performance area.

_____ **TICKETS**

In appreciation of your performance, the director, performers, and chaperones will receive a hand stamp allowing them to visit the Festival as our guests. All others accompanying the performer or directors who wish to enjoy the Festival inside the exhibit hall must purchase a ticket. Discount tickets are available from a Festival of Trees Executive Board Member or on our website prior to Thanksgiving. Full price tickets are available for purchase online or on site.

_____ **PROFESSIONALISM**

Please be courteous and respectful to our guests, other performers, and volunteers while you are waiting to perform. Make your group aware that they will need to be orderly and quiet while waiting for their performance time. Please be mindful that Festival of Trees is staffed entirely by volunteers.

_____ **SOUND SYSTEM/PIANO**

Please do not move the piano or adjust the Sound System. If you need help, please ask the Board member in charge of the Lobby performances.

I understand that it is the responsibility of the director to inform performers and parents of these guidelines. I have read and agree to comply with this policy.

Director

Performance Group

Date